

**YOUNGSTOWN STATE UNIVERSITY**  
**EXCLUDED PROFESSIONAL ADMINISTRATIVE**  
**CLASSIFIED CIVIL SERVICE**  
**EMERGENCY SICK LEAVE BANK**

**A. Establishment:**

1. Each full-time excluded employee may donate one day (8 hours) of his/her accumulated sick leave to the Excluded Emergency Sick Leave Bank (EESLB) during the enrollment period. Enrollment periods will be from January 1<sup>st</sup> through January 31<sup>st</sup> of each year. New full-time excluded employees hired after the year has started will have four (4) weeks in which to enroll. Participation shall be voluntary. Donated leave time is not returnable. **Note:** The EESLB Committee has amended the bank's rules to revise the operational procedures, the enrollment period and the donation amounts for 2008. The enrollment period will run from December 15, 2007 through January 31, 2008. The donation amount can be between one (1) day (8 hours) to five (5) days (40 hours).
2. For purposes of this policy, the year will run from January through the following December. (Exceptions may be made for the initial start-up year.)

**B. Operational Procedures:**

1. Use of days from the EESLB will be limited to those individuals who have donated (and, when necessary as determined by the EESLB Committee, are continuing to donate) to the bank. The EESLB Committee will meet each year between November and December to establish the amount of donation for the forthcoming year. This amount may be less than one (1) day (8 hours) and may be zero if the EESLB Committee determines that there is sufficient balance in the bank for that year. During the year, the EESLB Committee may declare an emergency and ask bank members to donate an additional non-returnable sick leave (or fraction thereof) to keep the bank solvent. Such additional amounts will not count toward the following year's donation. Unused days from one year will be advanced to the next.
2. Use of days from the EESLB will be limited to medical conditions of a non-routine nature. Use of days will not be considered in lieu of Child Care Leave, for instance, but could be granted in cases of the inability of the employee to return to work after completion of Child Care Leave due to medical complications after the birth of a child. Days from the EESLB may be requested for the use of the bank member and/or due to illness/injury of the member's spouse or dependent children, or any other person in the bank member's immediate family. Immediate family shall be defined as father, mother, sister, brother, spouse, children, step-children, step-parent, parents-in-law, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, grandparents, grandchildren, foster parents, foster children, legal guardian, any person who stands in place of a parent (loco parentis) or a domestic partner. A domestic partner is defined as a person who, according to the employee's affidavit, has shared a committed, on-going domestic relationship with the employee for not less than the continuous preceding twelve (12) months. A physician's statement must accompany the application in order to be considered. The application form and

physician's statement are to be forwarded to the Chief Human Resources Officer. Upon receipt of all information, the EESLB Committee will make a decision within ten (10) working days.

3. Use of days from the EESLB will be considered only after the bank member has exhausted all of his/her paid leave days.
4. The maximum number of days that a member may borrow is 30 days (240 hours); however, the EESLB committee will consider requests to borrow beyond this amount only in extenuating circumstances as determined by unanimous vote of the committee.
5. The decisions of EESLB Committee shall be final and binding.
6. In the event the EESLB is disbanded, unused days will be returned to active current participating members on a prorated basis.

**C. Emergency Sick Leave Bank Committee:**

1. The EESLB will be operated on a voluntary basis consistent with state law. A committee shall be formed to administer the EESLB and to provide the information whereby the Chief Human Resources Officer will keep the records. This committee shall be empowered to adopt rules and regulations and to make decisions required to administer the EESLB. This committee will be entitled the "YSU Excluded Emergency Sick Leave Bank Committee" (hereafter the EESLB Committee) and shall be composed of three (3) bank members appointed annually as follows:
  - (i) One excluded Professional Administrative member.
  - (ii) One excluded Classified Civil Service member.
  - (iii) The Chief Human Resources Officer or his/her designee.
2. During its annual meeting, the EESLB Committee will choose a chairperson from among its three members.
3. Should a vacancy occur on the EESLB Committee, a replacement for the vacant position shall be appointed by the authority making the original appointment.
4. The EESLB Committee will be responsible for developing the forms, if any, needed to operate the EESLB.
5. The EESLB Committee shall annually review and amend (if necessary) the bank's rules and regulations. All members and potential members will be notified of any changes before the beginning of the new enrollment period.